



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING ONE
101 FULLER ROAD SUITE 250
MERIDIAN MS 39309-5403

COMTRAWINGONEINST 5351.1F
N3
4 Jan 12

COMTRAWING ONE INSTRUCTION 5351.1F

From: Commander, Training Air Wing ONE

Subj: NAVAL AVIATION TRAINING ADVISOR PROGRAM (NATAP)

Ref: (a) CNATRAINST 5351.1B
(b) CNATRAINST 1500.4G

Encl: (1) Naval Aviation Training Advisor Responsibilities
(2) Student Responsibilities Within NATAP Program
(3) Counseling Guidelines

1. Purpose. To provide policy, guidance and procedures for administration of the Naval Air Training Advisor Program as per reference (a).

2. Cancellation. COMTRAWINGONEINST 5351.1E

3. Discussion. The intent of the Naval Air Training Advisor Program is to provide students the assistance required to more effectively complete flight training. During each phase of training, students shall be assigned an advisor to serve as a point of contact for discussion of personal matters outside the direct scope of flight/academic training. The program is not a substitute for outside established assistance programs, such as medical, legal and religious programs.

4. Action

a. Commanding Officers. Commanding Officers shall develop programs to implement policy in accordance with this instruction. Administration of this program will be a "special interest" item during CNATRA Training Assessment/Policy Reviews.

b. Student Control Officer. The Squadron Student Control Officer shall supervise the advisor program and perform the following duties:

(1) Assign an advisor from the instructor cadre to each incoming student using enclosure (1). Inform students of advisor's name and their own responsibility in the program using enclosure (2). Each advisor should be assigned responsibility for not more than six students.

(2) Train and supervise advisors.

(3) Continually review the duties of advisors and make modifications as appropriate.

(4) Keep advisors informed on matters pertaining to their students such as marginal or unsatisfactory performance and graduating dates.

(5) Maintain information for advisors' use in performance of their duties. Advisors should be given copies of enclosures (1) and (3).

(6) Explain the NATAP Program and provide a copy of student and advisor roles to each student at check-in.

c. Advisor. The program is dependent on regular, effective interaction between advisors and students. The advisor should be available to assist in the following areas:

(1) Resolving interpersonal difficulties within the command.

(2) Resolving training-related difficulties.

(3) Monitoring student progress and conducting periodic jacket reviews.

(4) Informing Student Control Officer of any student problems which may affect successful completion of the flight program.

5. Documentation. This program will use documentation provided in reference (b). CNATRA form 1542/66, Jacket Review Dividers, shall be used to document interviews and progress reviews. In the event more detailed information needs to be documented, CNATRA form 1542/16, Supplementary Jacket Form, will be used.



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Distribution:

Electronic only, via TRAWING ONE website:

https://www/cnatra.navy.mil/TW1/pubs_instructions.asp

https://www/cnatra.navy.mil/TW1/pubs_notices.asp

https://www/cnatra.navy.mil/TW1/pubs_cancellations.asp

NAVAL AVIATION TRAINING ADVISOR RESPONSIBILITIES

From: Student Control Officer
To: Class Advisor

Subj: NAVAL AVIATION TRAINING ADVISOR RESPONSIBILITIES

1. You have been assigned as advisor for the following students:

NAME	ADDRESS	TEL. #
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2. As student advisor, you are tasked with the following responsibilities:

- a. Assume primary advisor duties for students assigned by the Student Control Officer.
- b. Be familiar with the personal history of each student including educational background, marital status, previous military or flight experience, hometown and performance indicators such as AQT/FAR and previous flight training scores.
- c. Officer social and professional interaction for the students and their wives to discuss what awaits them, both in the particular stage of flight training and beyond.
- d. Conduct regular ATJ reviews to monitor students' progress and ensure ATJ correctness and completeness.
- e. Counsel students experiencing training or personal difficulties. Encourage discussion of problems and establish rapport with the student.
- f. Conduct ATJ reviews and counseling with those students identified as having marginal or unsatisfactory performance. Make appropriate comments and recommendations to the student control officer.
- g. Counsel any student who is considering DOR.
- h. Inform the Student Control Officer should conditions preclude performance of any or all advisor duties.
- i. Document interviews, counseling session and jacket reviews on CNATRA form 1542/66, Jacket Review Dividers. If more detailed information needs to be documented, use CNATRA form 1542/6, Supplementary Jacket Form.
- j. Monitor the progress of the student through regularly scheduled meetings.

Enclosure (1)

Subj: NAVAL AVIATION TRAINING ADVISOR RESPONSIBILITIES

k. Interview a student whose progress results in a down. Attempt to determine the reason for the student being behind, counsel and provide guidance to the student to correct the problem and recommend to remedial program, if necessary. If additional counseling is necessary due to a student being unresponsive to counseling at the advisor level, refer the student to the Student Control Officer for further counseling. Student Control must be made aware of student problems early enough so that they have the opportunity to initiate corrective action in a timely manner. This action may include changing advisors or transfer of the student to another section if personality clashes significantly interfere with a student's training.

3. Accurate and well-documented training records must be kept for each student. Records should reflect performance trends and problems experienced since entering flight training. This is particularly important for students whose performance is marginal or unsatisfactory. Entries shall be objective and factual. Information provided by a student, or regarding a student, may be privileged or sensitive. Each advisor should disseminate such information selectively, on a strictly need-to-know basis and only to individuals responsible for corrective action.

I. A. SAILOR

Enclosure (1)

STUDENT RESPONSIBILITIES WITHIN NATAP PROGRAM

From: Student Control Officer
To:

Subj: STUDENT RESPONSIBILITIES WITHIN NATAP PROGRAM

1. You have been assigned the following staff officer as your advisor:

NAME	ADDRESS	TEL. #
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2. Since the advisor program is for your benefit, it is your responsibility to use this program to aid in the completion of the flight program. As a minimum, you should perform the following:

a. Seek an initial interview within one week of reporting to the squadron. The primary function of this interview is to obtain data relating to your residence, to discuss your flight and service record and to make your advisor aware of problems which may detract from your attention to your duties.

b. This initial interview will also serve to introduce you to the program and make sure you understand what is required of you.

c. It is your responsibility to inform your advisor of any personal problems that may affect your flight progress and arrange a counseling session to try to resolve the problems.

d. It is your responsibility to inform your advisor, arranging the meetings and keeping records of the meetings.

3. In the possible, but unlikely event of a personality conflict between you and your designated advisor, see the Student Control Officer for reassignment.

I. A. SAILOR

Enclosure (2)

COUNSELING GUIDELINES

1. The first requirement of any counseling session is to establish a good student-advisor relationship. The student must feel the advisor is genuinely interested in his progress and must feel that he can freely discuss his problems, as this may be one of the few opportunities he has to discuss his feelings. The advisor must also be a good listener because the student will quickly detect a lack of attention and the interview will be useless.
2. Most student problems are not new. The advisor, particularly an experienced instructor, has probably encountered students with the same problems in the past. He should use his experience in dealing with such problems and their corrective actions, yet he must be careful to treat each student as an individual.
3. The advisor should try to help the student determine the reason for his problems on his own. If the student comes to the correct conclusion as to why he is having trouble, he may be more receptive to the remedial action.
4. For a student experiencing academic difficulty, counseling should lead to some type of academic corrective action.
5. In the normal course of the flight program, procedures and techniques for pursuing qualification are made known to students. The advisor supplements these formal methods with advice based on his own experience.
6. Since counseling involves personnel who may think and act differently ;senior training department members must be alert to problems that may develop as a result of these personal encounters and must be prepared to assign a new advisor to the student.
7. The advisor should make it clear to the student that corrective action as a result of an academic or flight problem is not disciplinary action.
8. For problems outside the scope of his training and experience, the advisor should refer the student to proper authorities for help. This is especially true in areas where professional help may be needed. "Professional help" may include, but is not limited to, medical and psychiatric doctors, legal officers and lawyers, marriage counselors, and clergy.
9. At the conclusion of the interview, the advisor should ensure that the student clearly understands the actions required of him and any actions which are to be taken by others to correct his problem. This may involve a written schedule of items to be accomplished by the student.